
Auburn University Job Description

Job Title: **Exec Asst to VP, Philanthropy**

Job Family: No Family

Job Code: **DB51**

Grade AS11 \$44,700 - \$76,000

FLSA status: Exempt

Job Summary

Provides executive-level administrative support to the Vice President for Philanthropy and the Office of Advancement. Under general supervision, oversees office operations, creates managerial reports, and works independently on routine, ongoing, and special reports. Exercises discretion and routinely deals with information of a sensitive and confidential nature.

Essential Functions

1. Assists the VP for Philanthropy for all meetings; maintains calendar, files and confidential information and prepares presentation materials to include Excel spreadsheets and PowerPoint presentations. Assists others in administrative functions such as, but not limited to, letter writing, document reviews, and presentation preparation.
2. Screens phone calls, visitors, and correspondence and forwards to appropriate office/area. Maintains calendars and schedules meetings. Coordinates conferences and travel and makes all necessary arrangements. Coordinates with appropriate Advancement staff to assist with special functions, regularly scheduled meetings, and events.
3. Performs general and specialized administrative duties related to financial records and documents, collections, travel and other reimbursements, vouchers and purchasing card reconciliation; coordinates various meetings and activities.
4. Serves as a liaison with other campus departments and outside agencies, including other members on the management teams and associated boards. Handles both confidential and non-routine information.
5. Provides support to help grow and maintain donor relationships as well as partnerships with academic and university leaders to earn confidence and trust.
6. Develops and/or revises office procedures and works closely with the VP for Philanthropy to update Advancement policies and procedures.
7. Provide exemplary customer service to internal and external colleagues and guests.
8. The nature of this role is highly externally focused, requiring frequent travel and meetings on and off campus during regular and non-traditional business hours, and is therefore expected to operate with high-levels of autonomy.
9. Performs other related duties as assigned.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Some college; vocational or Associate's Degree	No specific discipline.
Experience (yrs.)	5	Proven experience as an Executive Administrative Assistant with progressively increasing levels of responsibility and accountability. Experience in a complex organization preferred.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Demonstrated applied knowledge of office administration and customer service skills required. Solid working knowledge of office processes and business policy development, and of related computer software (including proficiency with Excel spreadsheet formulas including pivot tables and VLOOKUPs), and electronic communications tools. Proven interpersonal skills with experience providing complex administrative support in a high-profile environment with tact and diplomacy. Experience managing to a budget and with multiple deadlines required. Ability to work across teams and with a variety of projects and constituencies. Knowledge of general office practices, knowledge of basic math, and University policies and procedures.

Certification or Licensure Requirements

None required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 4/25/2022
